



Department of
Human Resources

POLICY

Approved by: Rebecca R. Hunter, Commissioner	Policy Number: 12-066
Signature: <i>Rebecca R. Hunter</i>	Supersedes: 11-007, 08-025
Application: Executive Branch Agencies, Applicants for State Employment	Effective Date: October 3, 2012
Authority: T.C.A. §4-3-1703, T.C.A. §8-30-104, T.C.A. §8-30-302, T.C.A. §8-30-303, T.C.A. §8-30-304	Rule: Chapter 1120-02

Subject:

Verification of Information Reported On Employment Applications

Agencies should routinely verify relevant information on applications of those candidates being considered for appointment. Appointing authorities are required to verify the educational background of all persons hired or promoted into positions which require graduation from high school, a GED certificate, a college degree, or an advanced graduate or professional degree. This verification must be made prior to employment or promotion or before the expiration of ninety (90) days following the effective date of the appointment or promotion.

If the applicant has been appointed to the position, he or she has the responsibility to provide verification to the appointing authority. If the required verification is not obtained in a timely manner, the employee shall be terminated. Verification shall consist of certified transcripts, diplomas or degrees.

For positions requiring a professional license issued by the State of Tennessee, an authenticated copy of the license may be accepted as verification of education credentials, but only if the education level required for the license is the same or greater than the education level required for the job, and it has been confirmed that the licensing authority requires verification of educational backgrounds before issuing the license.

Although the Department is not able to verify the education and experience credentials of all applicants, the application storage and retrieval system allows for the review of previous applications on file to detect education and experience information which is in conflict with information provided on previous applications. When such discrepancies are identified, the Department notifies the applicant that corrections must be submitted within forty eight (48) hours in order to be considered for the current open period. Applicants who fail to respond within seven (7) calendar days from the date of the initial notification, or who do not otherwise satisfactorily resolve the discrepancies are formally removed from the eligible list for misrepresentation of material facts. Applicants and/or employees removed from eligible lists through this procedure are not eligible for appointment or promotion to any preferred service job classification in State service for a period of two (2) years.

DOHR Policy: Verification of Information Reported on Employment Applications	Policy Number: 12-066
---	------------------------------

If an agency determines that there is indisputable evidence that an applicant has clearly misrepresented material fact, the agency should notify the Recruiting Management Services Division. The Department will review any discrepancies reported by an agency human resources office and take the appropriate action to address the discrepancy.

The following standards shall be used as a guide by departments and agencies for determining the proper disciplinary action when instances of false or missing information are discovered in application documents of current employees:

1. The willful or intentional submission of false information or documents in support of any application or the intentional omission of information in an application which materially affects an employee's eligibility for consideration will be grounds for dismissal.
2. The submission of application documents containing incomplete or inconsistent information relating to an employee's educational background or work experience will be grounds for dismissal. An appointing authority who determines that justification exists may take other disciplinary action as deemed appropriate.
3. The submission of application documents by an employee containing incorrect information of a non-material nature which does not affect their eligibility for consideration will be grounds for suspension of no more three (3) work days without pay and/or the inclusion of a memorandum in the employee's file detailing the circumstances discovered.

It is in the best interest of state service that all possible steps be taken to ensure that the state's application process is accurate and fair to all persons concerned. It is not the intent of the Department to mistreat any employee or applicant who has made an honest mistake in filling out or submitting an employment application. At the same time, the State will not tolerate persons who willfully or intentionally misuse the preferred service system to gain improper advantages over other persons competing for a preferred service position.

Questions regarding this policy may be directed to the Recruiting Management Services Division.